



FIRE EMERGENCY INITIAL ACTION TINDAKAN PERMULAAN KECEMASAN API

IF YOU: <ul style="list-style-type: none"> • DISCOVER SMOKE • SMELL SOMETHING BURNING 	JIKA ANDA: <ul style="list-style-type: none"> • TERNAMPAK ASAP • TERBAU BENDA TERBAKAR
1. <u>Check</u> the source of the smoke/smell.	Periksa sumber asap/bau terbakar
2. When you find the source, if there is no fire (or very small fire), cut off any electrical source and extinguish the fire with a portable fire extinguisher (PFE). <u>Notify Security 082-581 999.</u> If you can't find the source in 30 seconds, activate step 3.	Apabila terjumpa, jika tiada api (atau api yg sangat kecil), putuskan aliran eletrik dan padamkan api menggunakan pemadam api mudahalih (PAM). Beritahu Bhgn Keselamatan 082-581 999. Jika tidak berjumpa punca asap/bau dalam masa 30 saat, ambil tindakan No. 3
IF YOU DISCOVER A FIRE:	JIKA ANDA MENEMUI SESUATU TERBAKAR
3. If you discover a fire and already feeling the heat, shout 'FIRE!, FIRE!, FIRE!' and <u>smash the break glass alarm.</u>	Jika anda ternampak api dan terasa bahang yang kuat, jerit 'API!, API!, API!' dan pecahkan kaca penggera manual.
4. If you know how to operate a PFE and you feel it is safe, try to extinguish the fire with the nearest PFE. If it is not safe or fail to locate any PFE near you, exit the building immediately.	Jika anda tahu menggunakan pemadam api mudah alih (PFE), dan berasa keadaan masih selamat, cuba padamkan api menggunakan PFE. Jika anda berasa tidak selamat atau gagal mencari PFE, tinggalkan bangunan segera.
5. If the fire is not extinguished and it is not safe anymore, exit the building immediately.	Jika anda cuba memadam api tetapi gagal dan berasa sudah tidak selamat, tinggalkan bangunan segera.
6. Notify all you know about the incident to the investigating officers, after the fire emergency has ended.	Maklumkan segala yang anda tahu tentang insiden kepada pegawai penyiasat setelah kecemasan reda/tamat.

Portable Fire Extinguisher (Pemadam Api Mudahalih)	Break Glass Alarm (Penggera Manual)
	

BUILDING OCCUPANT EVACUATION ACTION LIST

SENARAI TINDAKAN PENGUNGSIAN PENGHUNI BANGUNAN

IF YOU HEAR ALARM SOUNDING..	JIKA TERDENGAR BUNYI PENGGERA...
1. Stop work & secure your work desk. Turn off hazardous machines/equipment. Take only what's necessary. DO NOT CALL ANYONE FOR CONFIRMATION.	Berhenti melakukan kerja dan kemas meja kerja. Tutup mesin/peralatan berbahaya. Bawa barang penting sahaja. TIDAK PERLU MENELEFON SESIAPA UNTUK PENGESAHAN.
2. Walk to the nearest emergency staircase or emergency exit door (if you are at ground floor). DO NOT USE ELEVATOR.	Berjalan ke tangga kecemasan terdekat atau pintu kecemasan terdekat (jika anda berada di aras bawah). JANGAN GUNA LIF.
3. Close but DO NOT LOCK , all doors as you exit the area	Tutup tapi jangan kunci , semua pintu semasa keluar
4. Alert other occupants to evacuate	Beri amaran kepada penghuni bangunan yang lain untuk keluar
5. If you have a friend who are physically impaired, accompany him/her to the nearest emergency staircase and report his/her location to your Floor Warden. Only bring him/her to the Assembly Point if you're physically able to do so.	Jika anda mempunyai rakan yang mempunyai masalah fizikal, temani rakan anda ke tangga kecemasan terdekat dan lapor lokasi kepada Warden Aras. Bawa rakan ke Kawasan berkumpul hanya jika anda mampu.
6. At the staircase, use right side only and hold the rail.	Ketika di tangga kecemasan, turun di sebelah kanan dan pegang pemegang tangga.
7. Assembly at your designated assembly point. DO NOT LEAVE THE ASSEMBLY AREA.	Berkumpul di kawasan berkumpul yang ditetapkan. JANGAN MENINGGALKAN TEMPAT BERKUMPUL.
8. At the assembly point, inform Floor Wardens if: <ul style="list-style-type: none"> - Anyone injured/trapped - Missing - Hazardous material spills (if any) 	Ketika di tempat berkumpul, maklumkan Warden Aras jika ada: <ul style="list-style-type: none"> - Penghuni yang cedera atau terperangkap - Penghuni hilang - Tumpahan bahan berbahaya (jika ada)
9. Return to building only when you are instructed by the Floor Wardens	Kembali ke bangunan hanya setelah diberi arahan oleh Warden Aras.

***The Development Office and UKKP will initiate check-up/investigation only after the building is declared safe. Pihak Pejabat Pembangunan dan UKKP akan melaksanakan pemeriksaan/penyiasatan selepas bangunan diisytiharkan selamat.**

YOUR FLOOR WARDEN NAME:

YOUR FLOOR WARDEN CONTACT INFO:.....

Action guide for persons trapped in a fire (not in any room).

1. **KEEP CALM** - Most important of all, you should try to keep calm. If you're in a panic, you won't be able to think clearly. Also, your heart and breathing rates will go up, making it more likely for you to inhale toxic fumes.
2. **FEEL DOORS BEFORE OPENING** - Before opening any doors, feel the metal knob with the back of your hand. If it is hot, do not open the door and stay in the room (see section 'Action guide for persons trapped in a room'). If it is cool, brace yourself against the door, open it slightly, check for smoke and heat and move towards the exit staircase only if you feel it's safe and there's some lighting to guide you. If not, close the door and stay in the room (see section 'Action guide for persons trapped in a room')
3. **CRAWL ON THE FLOOR** - If the smoke is just developing and the heat is not intense, crawl along on the floor and use a wet piece of cloth to cover your nose and mouth (if you have any, if you don't, your main focus is to escape, not to find a wet piece of cloth). Breathe only through your nose slowly. Crawl and find your way to the exit staircase.
4. **DELAY THE SPREAD OF FIRE & SMOKE** - If possible, close the door of the burning room behind you as you leave, as well as any other door you go through, to delay the spread of fire and smoke.

Action guide for persons trapped in a room during a fire

1. **KEEP CALM** - Most important of all, you should try to keep calm. If you're in a panic, you won't be able to think clearly.
2. **CALL 999** - Call BOMBA directly even if you hear fire brigade sirens outside the room. Call the Floor Wardens if you know their numbers. Tell them exactly where you are.
3. **SEAL YOUR ROOM AGAINST ENTERING SMOKE** - If you have water, soak any fabric or your shirt with water and seal any vents that allow smoke into your room (under the door, ventilation/air-conditioning shaft etc). If you don't have water, use any material that can provide a good seal and slow the entry of smoke.
4. **CLEAR FLAMMABLE DEBRIS FROM THE WINDOW** - Rip off the curtains and anything else that could burn. Check if there's smoke outside the window. If there's no smoke, open the window a crack and breathe it in.
5. **CATCH FIREFIGHTERS' ATTENTION** - If you can't get out of the building, stay beside the nearest window so that the people outside can see you. Remove any flammable material, like curtains, from the windows and wave a piece of cloth to grab the attention of rescuers. Lighter colors are easier to spot against the black smoke.
6. **KEEP FIGHTING UNTIL HELP ARRIVES** - Many people in fires have jumped to their deaths, not knowing that help was on the way. If you have to jump from the window (**IF IT IS SAFE TO DO SO**), push your body out and away from the building to avoid hitting ledges on the way down.